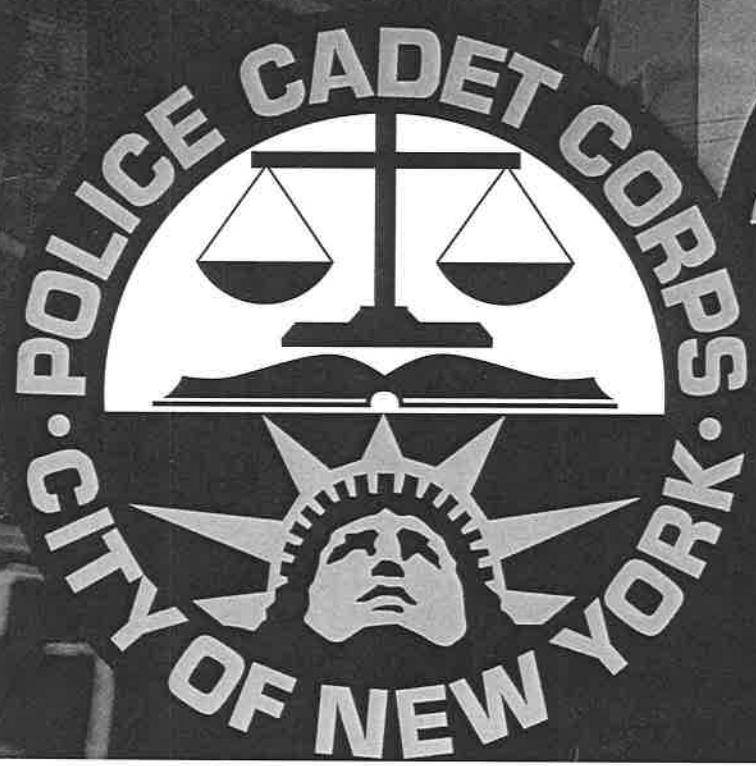


# **EXHIBIT M**

Meet the  
Challenge.

Make a  
Change.



D000366

## Hiring Requirements

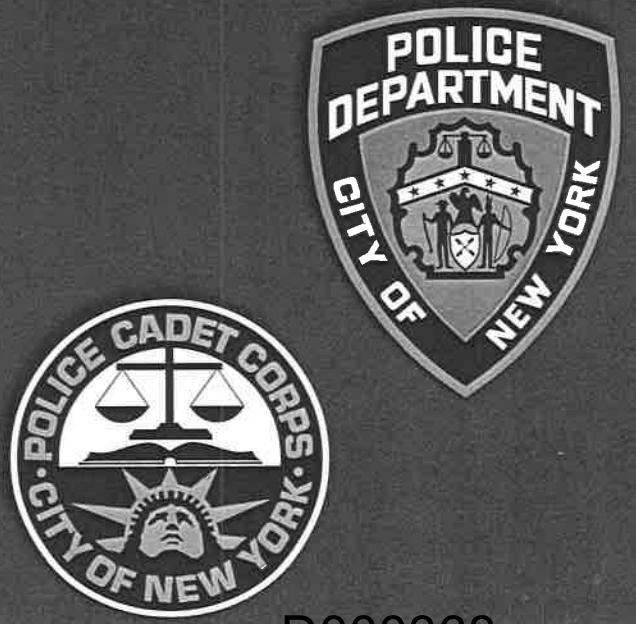
- ✓ 18 years old
- ✓ A NYC resident
- ✓ A full-time college student with at least 45 credits and a 2.0 GPA to apply
- ✓ Free of any felony convictions
- ✓ All residents must have US Citizenship within two (2) years of hire and/or graduation of college—whichever comes first

## Exam Requirements

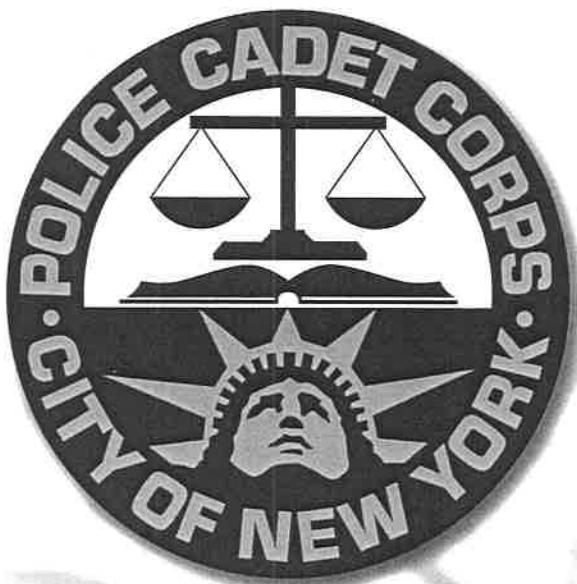
- ✓ Drug screening
- ✓ Medical examination
- ✓ Physical agility test
- ✓ Psychological examination
- ✓ Background and character investigation

## Benefits

- ✓ Competitive hourly wage
- ✓ Flexible work hours
- ✓ Accumulation of paid sick leave
- ✓ Tuition assistance up to \$20,000
- ✓ Over 300 specialized units to choose from



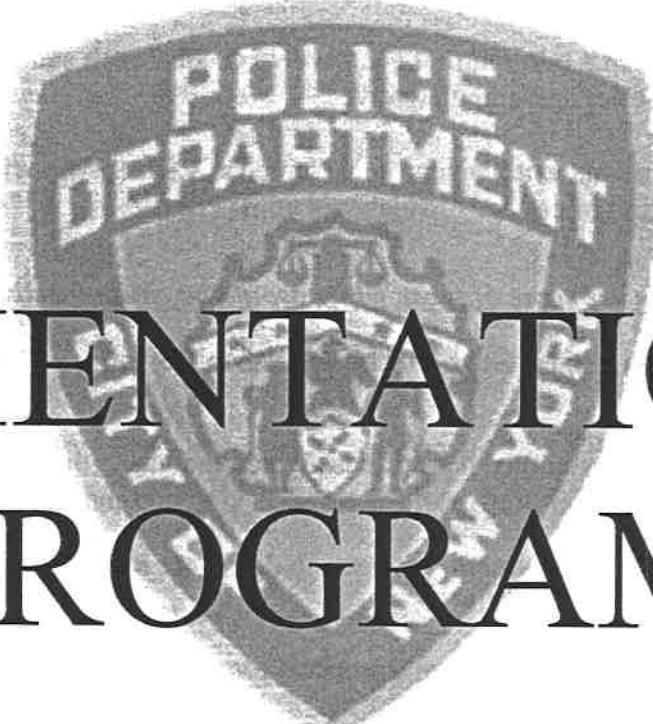
D000368



**NYPDCadets.com**  
**212-NYCADET**



D000369



# ORIENTATION PROGRAM

**Inspector**  
**Michael S. McGrath**  
*Commanding Officer*  
*Police Cadet Corps*

D000370

## **BASIC REQUIREMENTS**

1. Must be a **Resident of New York City**.
2. A full-time, matriculated college student with a minimum of **fifteen (15) total credits** earned.
3. Enrolled in a **four (4) year degree program** at an accredited college within New York City, Nassau or Westchester counties.
4. Maintain and earn a minimum of (12) **twelve credits each semester** with a **2.0 GPA** or higher per semester and cumulatively.
5. US Citizen or permanent resident; must have **US Citizenship within two (2) years** of hire and/or graduation of college – whichever comes first.

**The following factors are some of those which would be cause for disqualification:**

- Any conviction of an offense which is punishable by one or more years imprisonment (felony).
- Any repeated convictions of an offense which indicate a disrespect for the law, a lack of good moral character or disposition towards violence and disorder.
- Discharge from employment, where such discharge indicates poor behavior and/or an inability adjusting to discipline.
- A Dishonorable discharge from the armed forces.
- Persons convicted of a petit larceny.
- Persons convicted of any domestic violence offense.
- Candidates must pass all medical, physical, written psychological and oral psychological examinations.

## **OBLIGATIONS**

1. Must be enrolled in a four (4) year degree program at an accredited college.
2. Maintain and earn a minimum of (12) twelve credits each semester with a 2.0 GPA or higher per semester and cumulatively.
3. Must take and pass the first (1<sup>st</sup>) **Promotional Police Officer's exam** at earliest opportunity.
4. **Attend monthly training** every second (2nd) Saturday of each month at the Police Academy.
5. Must work full time during the summer months.
6. All residents must have US Citizenship within two (2) years of hire and/or graduation of college – whichever comes first.

## **BENEFITS**

1. Receive up to \$20,000 in tuition assistance; \$2,500 to \$5,000 per semester up to four (4) semesters. Considered paid in full after completing two (2) years of service as a Police Officer.
2. Earn a competitive hourly wage of \$14.16
3. Full time summer employment.
4. Flexible work schedule during the school year.
5. Police Officer's entrance exam will be considered a promotional exam.
6. New York City Police Department administrative experience.

## **TYPICAL TASKS**

Typical tasks for a Police Cadet include various administrative duties within the different precincts and specialized units throughout the New York City Police Department.

Police Cadets assist and observe in the following:

- a. Community Policing Unit
- b. Detective Squad
- c. Community meetings
- d. Senior citizen escort
- e. Block watchers program
- f. School/Youth Activities.
- g. Details – examples: parades, street fairs, etc.
- h. Recruitment
- i. Community Affairs
- j. Highway Safety Unit
- k. Domestic Violence Unit
- l. Telephone Switchboard
- m. Crime Prevention Unit
- n. 124 Room
- o. Crime Analysis Unit

## **APPLICANT PROCESSING**

Every applicant will be assigned an Applicant Processing Investigator. The following will be conducted prior to getting hired:

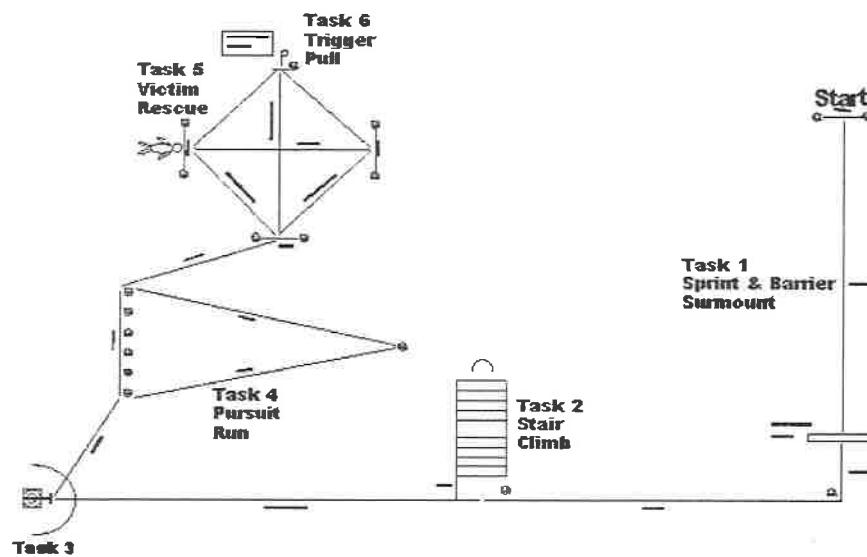
- 1. Orientation, character pre-screening.
- 2. Character investigation.  
[http://www.nyc.gov/html/nypd/html/careers/application\\_forms.shtml#](http://www.nyc.gov/html/nypd/html/careers/application_forms.shtml#)
- 3. Medical exam.
- 4. Psychological exam (written and interview).
- 5. Physical agility test

## **JOB STANDARDIZED TEST**

To be completed in **4 minutes and 28 seconds**

For a video demonstration of the JST, go to the following:  
[http://www.nypdrecruit.com/NYPD\\_JobStandardTest.aspx#](http://www.nypdrecruit.com/NYPD_JobStandardTest.aspx#)

1. **Barrier Surmount:** From a kneeling weapon ready position, the candidate will sprint fifty (50) feet to surmount a six (6) foot barrier.
2. **Stair Climb:** The candidate proceeds from the Barrier Surmount to a six (6) stair climb system and complete three (3) over and back traverses.
3. **Physical Restraint Simulation:** The candidate proceeds from the stair climb to a controlled force tactics and training device which measures the ability to resist or control force in a physical restraint situation.
4. **Pursuit Run:** The candidate proceeds from the physical restraint simulation to run/jog around a pattern or cones for approximately six (600) feet.
5. **Victim Rescue:** The candidate proceeds from the pursuit run to a simulated victim rescue involving a thirty five (35) foot drag of a one hundred seventy six (176) pound mannequin.
6. **Trigger Pull:** The candidate proceeds from the victim rescue to a trigger pull station, picks up an inoperative firearm, holds the firearm within a nine (9) inch diameter metal ring and pulls the trigger sixteen (16) times with the dominant hand and fifteen (15) times with the non-dominant hand. Once inserted, the firearm must remain in the metal ring for the completion of the trigger pull cycles. Timing is stopped upon completion of the final trigger pull.



# POLICE CADET CORPS



Exam/Lists# \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Do you reside in a NYC Housing Development?  YES  NO  
If YES, Name of Development \_\_\_\_\_ Resident Precinct# \_\_\_\_\_

Primary Phone# \_\_\_\_\_ D.O.B. \_\_\_\_\_

Second Phone# \_\_\_\_\_ AGE \_\_\_\_\_

E-Mail \_\_\_\_\_ SEX:  Male  Female

Ethnicity:  Asian  Black  Hispanic  White  Other

SSN: \_\_\_\_\_ Slot# \_\_\_\_\_

Investigator's Name \_\_\_\_\_

COLLEGE NAME \_\_\_\_\_  2 years  4 years

**COLLEGE CREDITS**

Completed \_\_\_\_\_

Attempting Now \_\_\_\_\_

GPA \_\_\_\_\_

Are you a U.S. Citizen?

Yes  No

Are you a permanent resident?

Yes  No

If Yes, date entered United States \_\_\_\_\_

Have you ever served in the U.S Armed Forces?  Yes  NO

If YES, did you receive an Honorable Discharge?  Yes  NO

I understand that, if hired, I must be registered as a full-time, matriculated student in an accredited college. In addition, I understand that this position requires me to be available for full-time employment during the months of July and August.

Signature \_\_\_\_\_

Date \_\_\_\_\_

D000376

**CIVILIAN SCREENING SHEET**

PD 407-042 (Rev. 03-11)

Exam No. \_\_\_\_\_ List No. \_\_\_\_\_ S.S. No. \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_

Title \_\_\_\_\_ Control No. \_\_\_\_\_

Candidate's Name \_\_\_\_\_ Date Screened \_\_\_\_\_

Current Address \_\_\_\_\_

**DO NOT FILL OUT THIS FORM UNTIL TOLD TO DO SO.  
ANSWER THE QUESTIONS ACCURATELY AND COMPLETELY.**

**PEDIGREE INFORMATION**

N.Y.S. Driver License	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	H.S. Diploma	<input type="checkbox"/> Yes	<input type="checkbox"/> No	GED	<input type="checkbox"/> Yes	<input type="checkbox"/> No
College	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Total No. of Credits Earned:			GPA		
Military Service	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Honorable Discharge	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Months Active Duty		
U.S. Citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Naturalized Citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Permanent Resident Alien	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Alien Authorized to Work	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Country of Birth \_\_\_\_\_ Date Entered U.S. \_\_\_\_\_

**EMPLOYMENT HISTORY**

How Many Employers Have You Had Since Leaving High School? \_\_\_\_\_

Current Employer \_\_\_\_\_ Years There \_\_\_\_\_ Position \_\_\_\_\_

Were You Ever Asked to Resign, Discharged, Fired, etc. From Any Job?  Yes  No

If Yes, Indicate:

Name of Employer \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone No. \_\_\_\_\_

Position and Year \_\_\_\_\_

Total Number of Employment Terminations \_\_\_\_\_

Were You Ever Unemployed?  Yes  No If Yes, How Many Months \_\_\_\_\_Did You Collect Unemployment Benefits?  Yes  No College Student at that Time?  Yes  NoHave You EVER Been Named or Involved in any Legal Actions, Either Criminal or Civil?  Yes  No

If Yes, Details (Dates/Explanation) \_\_\_\_\_

Have You EVER Taken any Other Civil Service Exams?  Yes  No

If Yes, Details \_\_\_\_\_

Were You Previously Investigated?  Yes  No Appointed?  Yes  No

Which Agency \_\_\_\_\_

Have You Ever Been Employed by the Federal, State, City or Local Government?  Yes  No

If Yes, List Agency/Position \_\_\_\_\_

**OTHER INFORMATION**Were You EVER Divorced, Separated, etc.?  Yes  No

If Yes, Details \_\_\_\_\_

Did You EVER Receive Public Assistance?  Yes  No

If Yes, Details (Date/Reason) \_\_\_\_\_

Did You EVER Receive Social Security?  Yes  No

If Yes, Details (Date/Reason) \_\_\_\_\_

Were You EVER Involved in a Vehicle Accident as a Driver, Passenger or Pedestrian?  Yes  No

If Yes, Details, \_\_\_\_\_

**CONVICTION RECORD**Have You Ever Been Convicted of an Offense Anywhere?  Yes  No Total Number of Convictions \_\_\_\_\_Are Any Criminal Charges Pending Against You?  Yes  No**List All Convictions And/Or Pending Charges Below**

Arrest Date (MM/DD/YY) starting with most recent	Original Charge(s)	Final Charge(s)	City and State of Occurrence	Official Disposition Received Yes / No

How Many Criminal Court Summons Have You Been Convicted of? \_\_\_\_\_ Failed To Answer? \_\_\_\_\_

Summons Date (MM/DD/YY) starting with most recent	Summons Type (Criminal Court, TAB, ECB, Campus PD, Other)	Original Charge(s)	Final Charge(s)	City and State of Occurrence	Official Disposition Received Yes / No

**LICENSE HISTORY**

Driver License Identification Number \_\_\_\_\_ State of Issuance \_\_\_\_\_

Number of Moving Violations Received \_\_\_\_\_ License Ever Suspended or Revoked?  Yes  No

Total Suspensions \_\_\_\_\_ Total Revocations \_\_\_\_\_

Date (MM/DD/YY)	Violation	Final Disposition

Any Out of State or Military License EVER Issued?  Yes  No If Yes, What State \_\_\_\_\_

Details (Reason) \_\_\_\_\_

Any Outstanding Parking Summonses with NYC Dept. of Finance?  Yes  No Amount Owed \$ \_\_\_\_\_

Details: \_\_\_\_\_

Total Received \_\_\_\_\_ During Years \_\_\_\_\_ Total Unanswered \_\_\_\_\_

**MILITARY HISTORY**Have You Been In The Active or Reserve Military  Yes  No If Yes, Length of Active Duty Service \_\_\_\_\_

Did You Ever Receive a Court Martial, Article 15, Captains Mast, Non Judicial Punishment, or Administrative Remarks?

 Yes  No If Yes, Details: \_\_\_\_\_Was an Honorable Discharge Received?  Yes  NoDid You Register For the Selective Service?  Yes  No  N/A If No, Explain \_\_\_\_\_**DEBTS - FINANCIAL STATUS**Have You Ever Filed for Bankruptcy?  Yes  NoHave You Ever Had Your Salary Garnished?  Yes  NoDo You Have Any Outstanding Loans? (e.g. Student Loan, Car Loan, Mortgage, etc.)  Yes  No

If Yes to Any of the Above, Details \_\_\_\_\_

**CONTROLLED SUBSTANCE USE**

Have You Ever Used Marijuana or ANY Other Controlled Substance, Including But Not Limited to, Steroids (Not Prescribed to You by a Doctor)?  Yes  No

If Yes, Dates Of Usage \_\_\_\_\_

Types of Substance \_\_\_\_\_ Age at the Time \_\_\_\_\_

Amounts Used \_\_\_\_\_

**ALCOHOL USE**

Have You Ever Abused Alcohol?  Yes  No

Have You Ever Been Convicted of an Alcohol Related Offense?  Yes  No

If Yes, Explain \_\_\_\_\_

**MISCELLANEOUS**

Do You Have Any Tattoos, Brands, Body Piercing(s), or Other Body Art?  Yes  No

If Yes, Include the Location, Complete Description and Symbolized Meaning \_\_\_\_\_

Are You Proficient In a Foreign Language?  Yes  No If Yes, Indicate Language \_\_\_\_\_

Do You Have a MySpace, Facebook or Similar Social Networking Website  Yes  No

If Yes, Indicate Address(es) \_\_\_\_\_

Additional Information Pertinent to Determining Your Qualification for the Position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Name, Printed \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Your Name, Signed \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

**I Certify by my Signature That the Aforementioned Information is True and Accurate. I Fully Understand  
That any Material Misrepresentation of Fact May be Cause for Disqualification**

**DO NOT WRITE BELOW THIS LINE**

Investigator \_\_\_\_\_ Sqd. No. \_\_\_\_\_ Investigator's Phone No. \_\_\_\_\_

Reviewing Supervisor \_\_\_\_\_  
(Signature) \_\_\_\_\_ (Name Printed) \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preliminary Recommendation:  APPROVAL  REVIEW  
NOTE: Any Recommendation of REVIEW Requires a Comment.



# POLICE CADET CORPS RECRUITMENT SECTION SURVEY



Date: \_\_\_\_\_

Exam #: **2216** List #: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Address: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Do you reside in a NYC Housing Development?  YES  NO

If YES, Name of Development \_\_\_\_\_ Resident Precinct \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone#: \_\_\_\_\_

E-mail: \_\_\_\_\_

D.O.B: MONTH / DAY / 19YEAR SEX:  Male  Female Ethnicity: \_\_\_\_\_

College Name: \_\_\_\_\_

Major: \_\_\_\_\_

Cumulative Credits: \_\_\_\_\_ GPA: \_\_\_\_\_ Expected Date of Graduation: \_\_\_\_\_ / MONTH / YEARAre you a U.S. Citizen?  Yes  NoIf No, Permanent Resident # / Alien #: \_\_\_\_\_ Date of Entry: \_\_\_\_\_ / MONTH / DAY / YEARNYS Driver's License?  Yes  No Class: \_\_\_\_\_ ID#: \_\_\_\_\_Were you a former:  Auxiliary Police Officer  NYPD Explorer

How did you hear about the Police Cadet Corps? (Check all that apply)

- Police Cadet (Hand in Cadet Referral Sheet)
- Recruitment:  On Campus  Other Location: \_\_\_\_\_
- Member of Service \_\_\_\_\_
- Family
- Friends
- NYPD Website
- School Event
- Job / Career Fair
- Other Website: \_\_\_\_\_

Rev. 01/01/2014

D000381



## NYPD POLICE CADET CORPS

130-30 28<sup>th</sup> Avenue  
College Point, NY 11354



Tel: (718) 670-9722 Fax: (718) 888-2956

## CANDIDATES

IT IS VERY IMPORTANT TO NOTIFY THE POLICE CADET CORPS OFFICE AND YOUR INVESTIGATOR FROM APD OF ANY CHANGE TO YOUR:

- MAILING ADDRESS
- E-MAIL ADDRESS
- TELEPHONE NUMBERS
- COLLEGE STATUS

D000382



## POLICE CADET CORPS

### PLEASE READ CAREFULLY

CANDIDATES PLEASE BE ADVISED THAT YOU WILL HAVE TO PRESENT THE FOLLOWING ORIGINAL DOCUMENTS TO THE FOLLOWING NYPD UNITS IN THE FOLLOWING ORDER:

1. APPLICATION PROCESSING DIVISION – ASSIGNED INVESTIGATOR
2. POLICE CADET CORPS OFFICE
3. EMPLOYEE MANAGEMENT DIVISION

THE EMPLOYEE MANAGEMENT DIVISION WILL NOT KEEP YOUR ORIGINAL DOCUMENTS BUT MUST VIEW THEM PERSONALLY. PLEASE MAKE SURE THAT YOU GET THESE DOCUMENTS TOGETHER AS SOON AS POSSIBLE. THEY ARE ALL NECESSARY IN ORDER TO BE HIRED. NO EXCEPTIONS.

1. Birth Certificate **OR** Certificate of Naturalization **OR** US Passport  
(If Birth Certificate is not in English, it must be translated into English and presented with original documents)  
  
If your Birth Certificate is from another country, it must be translated by one of the following:  
Globe Language Services, Inc. or World Educational Services  
(212) 277-1994 (212)966-6311  
  
Birth Certificate is **NOT NECESSARY** if you have a Certificate of Naturalization or US Passport.
2. Permanent Resident Card **NOT** needed if you are a US Citizen
3. Social Security Card
4. High School Diploma or GED  
(If the High School Diploma is from another country, it has to be EVALUATED at Globe Institute and brought along with original High School Diploma)
5. NYS Driver's License, NYS Driver's Permit, or NYS ID with current address if they have none of these identifications, then follow #6)
6. Utility bill with candidate name for proof of residency **OR** a Notarized Letter from who the candidate lives with and a utility bill in that person's name. (**THIS IS NOT NECESSARY IF YOU HAVE #5**)
7. College Identification Card
8. College Transcript (Official Copy or Student Copy on school stationary with school stamp. **NO INTERNET COPY**)  
You must be enrolled in a Bachelor's degree program. The transcript must state BA or BS. If your transcript does not state this, you must get a letter from the Bursar's Office stating that you are in a Bachelor's degree program.
9. Bursar's receipt for the current semester.

Rev: 9/2014

D000383